



In reply refer to:
SP-469

June 27, 1960

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Dear [redacted]

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For automobile collision purposes, our company is a self-insurer and, therefore, the company does not allow as a reimbursable travel expense the \$1.00 per day of collision "insurance" which automobile rental agencies, such as Avis and Hertz, offer in connection with their auto rentals. We have been applying this policy also to our "black" travel (travel processed through our special petty cash fund because the individual travelling or his destination make disclosures through normal company channels a security problem).

In reviewing this company policy as it applies to "black" travel, we believe that we would incur a security problem if any of our people travelling "black" were involved in an accident and the company became involved in the damage claim. We believe, therefore, that our people travelling "black" should be instructed to purchase the auto rental "insurance" and should be reimbursed for that \$1.00 per day expense. Since this expense would not normally be an allowable direct cost under our company travel policies, we would appreciate it if you would approve the charging as a direct contract cost, of the \$1.00 per day auto rental "insurance" when incurred in connection with "black" travel. It is not contemplated that the charges therefor will exceed \$200 during the life of our present contracts.

Very truly yours,

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Approved: [redacted]

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**CONTAINS SENSITIVE
COMPARTMENTED INFORMATION**